User Guide: **How to update Help Pages**

Introduction to this User Guide

The entitledto calculators are supported by around 150 help pages that provide users with support and information to enhance their experience. The help pages can be customised to your local procedures and can be tailored to your needs.

This guide summarises the steps for updating Help Pages including:

» Accessing and updating Help Pages for your sites

Please note: If you decide to edit your help pages they won't be automatically updated centrally (as we wouldn't want to overwrite your pages - this means you should ensure that they are checked regularly).

Updating Help Pages: Login

Initially you will need to login at the site using the username and password provided when you subscribed to the service.

Image (right): This is an example screen shot of the login page of **Adviser**.

Tip: If you don't know the website or your login details email us at info@entitledto.co.uk for details.

Updating Help Pages: Access to 'Edit help pages'

Once you have logged in you will be directed to the homepage of the tool. When you have logged in select the 'Edit help pages' button on the top navigation options.

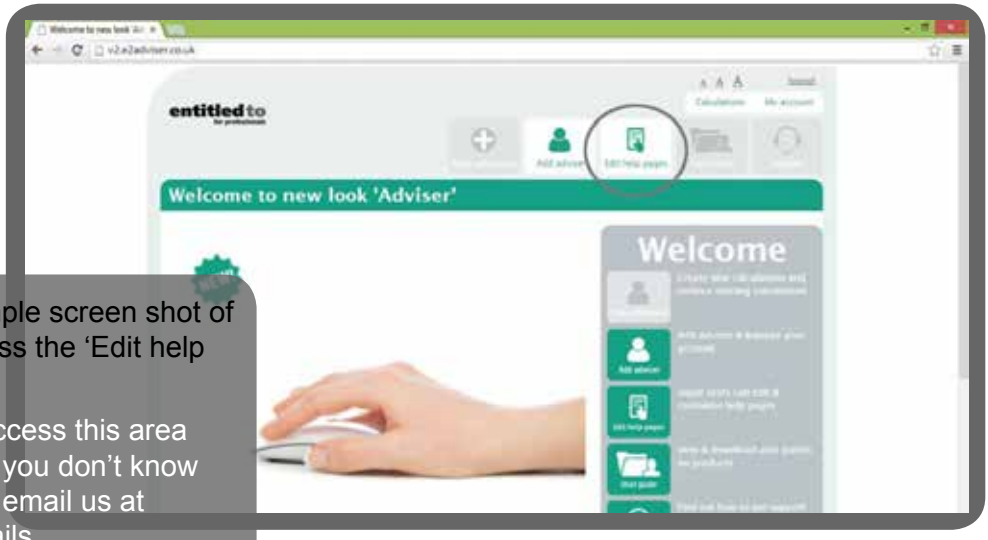


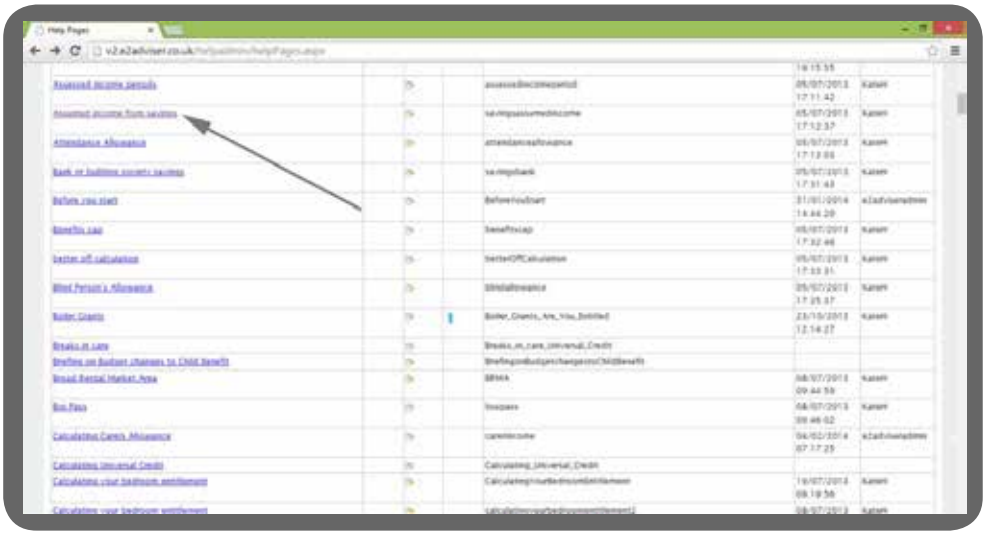
Image (right): This is an example screen shot of the page where you can access the 'Edit help pages' area.

Tip: You will only be able to access this area with a 'super user' account. If you don't know your 'super user' login details email us at info@entitledto.co.uk for details.

User Guide: How to update Help Pages

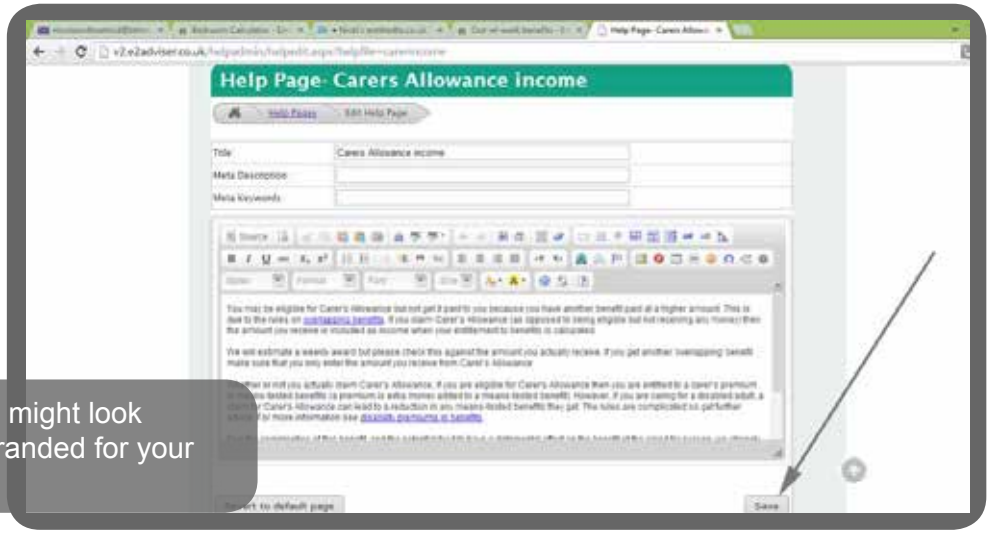
Updating Help Pages: Find and updating

You can now choose the Help Page that you'd like to view and edit. The Help Pages are in alphabetical order for ease of reference. To select the Help Page click on the name of the page as shown in the image below.



Updating Help Pages: Find and updating

This will then open the page to be edited. The page can be edited by amending the text and then saving using the button at the bottom right hand side.



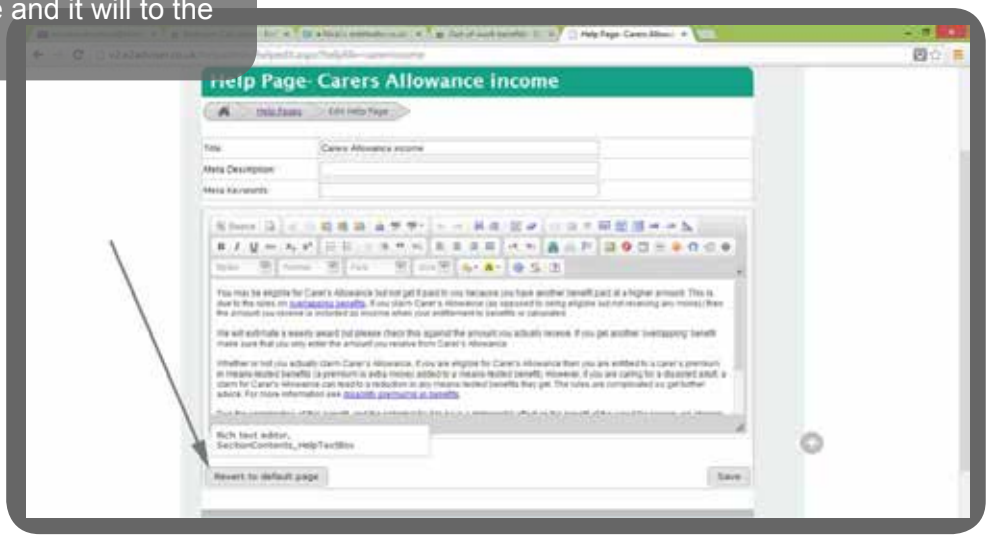
Tip: The header on your page might look slightly different as it will be branded for your organisation.

User Guide: How to update Help Pages

Updating Help Pages: Find and updating

Where there is an under lined in blue this is a hyper link to a corresponding Help Page and should not usually be amended. If you feel the link is not relevant then please contact us to amend the link.

Tip: If you have updated a page and saved it and feel it is not how you want it you can click on revert back to default page and it will to the default page.



Further Information

This guide is designed to guide you through the process for updating Help Pages.

Should you require further assistance you may also like to try the following:

- Email us if you require technical assistance by contacting us at nicki@entitledto.co.uk
- Sign up to the customer newsletter for latest updates and information.

Please also contact us if you would like us to produce user guides or if you would like us to add information to this user guide.